**Candidate Information Pack**

**INVIGILATOR**

**Casual Contract - £11.69 per hour**

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**A very warm welcome to Warblington School**

Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 780 students we can do things differently here as we know individuals well. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Ofsted noted during their recent inspection (Jun 2023) that “*most pupils like attending this kind and caring school”* and “p*upils build strong friendships with their peers”*

It is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *“talk confidently about what they have learned”* and acknowledged that “*A well-planned personal, social and health education programme sets pupils up well for the future, preparing them successfully for adulthood.”*

We have high aspirations for everyone who wears the Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive*.*

Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that “*Staff know pupils very well. Importantly, they have pupils’ best interests at heart. Leaders and staff are committed to unlocking pupils’ potential”.*

I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.

I sincerely hope that we will be welcoming you into our community!

Our aim is to ensure that excellence is our expectation.

Mike Hartnell

Headteacher

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**EXAM INVIGILATORS**

**£11.69 per hour - Casual Contract**

Are you a retired teacher, stay at home parent or graduate looking for some extra hours to keep you busy?

We are looking for enthusiastic and organised individuals to join our Exam Invigilators Team. You will be employed on a casual basis to supervise students taking both mock and actual GSCE exams. Exams are taken at various times during the academic year and as a result, applicants must be prepared to work on a temporary-ad hoc basis (seasonal) as the hours are not guaranteed.

Duties you would be responsible for:

* Assist with the preparation of examination rooms and ensure that any awarding body requirements are met, i.e. centre number and clock clearly visible.
* Admit candidates to the room and dismiss in a managed, quiet and orderly manner.
* Ensure exam conditions are maintained until candidates leave the room.
* Alerting the Examinations Officer and Lead invigilators immediately of any irregularities and complete the invigilators report appropriately.
* Responsible for the collection of exam papers and in ensuring that exam regulations are followed.

Full training will be provided and the successful candidates will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners.

For further information about the School and for an application form, please visit our website [www.warblingtonschool.co.uk](http://www.warblingtonschool.co.uk)

*Please note that we do not accept CVs.*

**JOB DESCRIPTION**

**Job Role:**

An invigilator is the person in the examination room responsible for conducting the examination. They have a key role in upholding the integrity of the external examination process. Invigilators should:

* Ensure all candidates have an equal opportunity to demonstrate their abilities
* Ensure the security of the examination before, during and afterwards
* Prevent possible candidate malpractice
* Prevent possible administrative failures

**Responsible to:**

Examinations Manager

**General Duties**

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| * Work as part of a team during external and internal examination periods to support the smooth running of examinations |
| * Ensure that the regulations set out by JCQ and the School are followed at all times |
| * Report any concerns to the Data and Exams Manager or Head of Centre |
| * To invigilate in large halls and classrooms |
| * To invigilate on a 1:1 basis to support students with a Special Educational Need or Disability (SEND) |
| * Supervise candidates during rest breaks, isolation etc. |
| * To attend the necessary induction and safeguarding training sessions |

**Invigilation:**

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| * Assist with setting up examination venues |
| * Supervise candidates entry into the examination room |
| * Ensure candidates sit in their designated seat |
| * Ensure candidates maintain examination conditions at all times |
| * Open and distribute exam papers |
| * Start an examination and read out any notices |
| * Complete an attendance register ensuring the Data and Exams Manager is aware of any absences |
| * Ensure the correct start time, finish time and examination information is displayed and visible to all candidates |
| * Remain vigilant throughout the period of the examination |
| * To finish an examination at the correct time |
| * Collect exam papers, scripts and any other papers or equipment at the end of each examination |
| * Supervise the exit of candidates from the examination room |
| * Return completed papers and scripts to the Data and Exams Manager or secure area at the end of an examination, ensuring security of papers at all times. |

**In addition, it is expected you will:**

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| * Be aware of and comply with related policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. |
| * Ensure your working environment is kept tidy and confidential information is safeguarded at all times. |
| * Support difference and equality for all. |
| * Contribute to the overall ethos and aims of the School. |
| * Appreciate and support the role of other professionals. |
| * Attend and participate in relevant meetings |

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Good literacy and numeracy skills * A good basic standard of education | * 5 GCSEs including Maths & English iv. First Aid qualification |
| Experience | * No particular experience is required but a willingness to learn is essential | * Previous experience in a school setting * Previous experience working with young people * Awareness of and interest in educational issues |
| Knowledge and skills | * An understanding of, or a willingness to learn, JCQ and school examination regulations and procedures. |  |
| Personal and  Professional Qualities | * High level of attention to detail. * Reliability and punctuality. * Approachable but authoritative * Accurate verbal and written communication skills * Calm under pressure * Ability to maintain a high level of confidentiality |  |

**EXPLANATORY NOTES**

**Application Procedure**

1) Read carefully all the information about this post.

2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.

3) In section ‘details in support of your application’ please tell us:

a) Why you are applying for this post.

b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

**Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.**

**Appointment Process**

1) Suitable applicants will be shortlisted for an interview.

2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

**Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.

2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.

3) Provide proof of eligibility to work in the UK.

4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered ‘spent’.

5) Complete a Health Declaration form

**Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher’s Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

**Salary**

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

**Policy on Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

*Application Form…………………./*

***SUPPORT STAFF APPLICATION FORM***

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| **Please use black pen when completing this form** | | | | | | | | | | | | | | | | | | | | |
| **Application for the post of** | | | | | |  | | | | | | | | | | | | | | |
| **Advertised at school** | | | | | |  | | | | | | | | | | | | | | |
| **Applicant's** **details** | | | | | | | | | | | | | | | | | | | | |
| Last name | |  | | | | | | | | First name | | |  | | | | | | | |
| Any other last names | |  | | | | | | | | Title | | |  | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
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| Day time contact no. | | |  | | | | | | | Evening / Mobile no | | | | | | |  | | | |
| Email address | | |  | | | | | | | | | | | | | | | | | |
| **Education and qualifications** | | | | | | | | | | | | | | | | | | | | |
| **Secondary / further education** | | | | | | | | | | | | | | | | | | | | |
| Establishment  (Name & town) | | | Dates | | | | | | | Qualification / Grade /  Date awarded | | | | | | | | | | |
| From | | | | | To | |
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| **Job related training** | | | | | | | | | | | | | | | | | | | | |
| Institute / courses studied | | | | | | Dates | | | Standard or level achieved and date awarded | | | | | | | | | | | |
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| **Current employer** | | | | | | | | | | | | | | | | | | | | |
| Employers name | | | | | |  | | | | | | | | | | | | | | |
| Address | | | | | |  | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | | | | | |  | |
| Post held | | | |  | | | | | | | Date appointed | | | | |  | | | | |
| Salary | | | |  | | | | | | | Grade | | | | |  | | | | |
| Other allowances | | | |  | | | | | | | | | | | | | | | | |
| Notice period | | | |  | | | | | | | | | | | | | | | | |
| **Previous experience** (most recent employer first)  **Please include details of gaps in employment here** | | | | | | | | | | | | | | | | | | | | |
| Employer’s name and type of business | | | | | Post held | | | | | | | Date | | | | | | Reason for leaving | | |
| From (MM/YY) | | To  (MM/YY) | | | |
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| **Reasons for applying for this post** | | | | | | | | | | | | | | | | | | | | |
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| **Statement in support of application**  Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performance, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary. | | | | | | | | | | | | | | | | | | | | |
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| **References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | | | |
| **Present employer** | | | **Other** | | | | | | |
| Name  Position  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | Name  Position  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | | | | |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** | | | | | | | | | |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :  <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | | | | | | | | |
| **Further information** | | | | | | | | | |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service.** This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.** * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request. * Criminal record certificates will only be issued directly to the applicant.  The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).  The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. | | | | | | | | | |
| Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children’s Services Department, or a governor or senior employee of a school maintained by this Authority | | | | | | | | YES | NO |
| If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children’s Services Department, governor or senior employee of the school. | | | | | | | | | |
| Nature of relationship | |  | | | | | | | |
| **Where did you see the advertisement for this post?** | | | | | | | | | |
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| **Further information and declaration** | | | | | | | | | |
| Do you hold a UK driving licence (circle applicable) | | | | | YES | | NO | | |
| Do you have the use of a car for work | | | | | YES | | NO | | |
| Would you require sponsorship ( previously a work permit) to take up this post | | | | | YES | | NO | | |
| National insurance number | | |  | | | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | | | | |
| **Signature of Candidate** |  | | | **DATE** | |  | | | |
| **Privacy notice** | | | | | | | | | |
| |  | | --- | | The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.  You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. | | | | | | | | | | |